

PROCEDURES FOR APPLICATIONS AFTER A NEW BUSINESS MEETING

If you have been deferred by the HDC to a future meeting for DAC, HSAB, SAB, SAC, TAC, representation, revisions, viewing, or any other matter, please adhere to the following:

Representation and/or Additional Information request: Applications, which are held for representation and/or additional information, will be deferred to the next Old Business meeting once the HDC office has been notified in writing that someone will represent the application and/or we have received the requested information. This notification should be submitted to the HDC office by the next Old Business meeting deadline.

Revisions: Please provide staff with the requested revisions by the next Old Business meeting deadline.

Design Advisory Council (DAC): Please call the HDC office to schedule your application on the agenda for the next DAC meeting. DAC meetings are scheduled on Wednesdays at 5pm in the Town Annex Building. Applications are then forwarded to the HDC's next Old Business meeting after a response regarding the DAC comments has been submitted. Agents and/or applicants are *required* to attend meetings in order for your application to be reviewed.

Historic Structures Advisory Board (HSAB): Please call the HDC office to schedule your application on the agenda for the next HSAB meeting. Applications are forwarded to the HDC's next Old Business meeting after HSAB review. Meetings are held on Wednesdays at 6pm in the Town Annex Building. Agents and applicants are encouraged to attend.

'Sconset Advisory Board (SAB): Please call the HDC office to schedule your application on the agenda for the next SAB meeting. Applications are forwarded to the HDC's next Old Business meeting after SAB review. Meetings are held on Wednesdays at 5pm in the Town Annex Building. Agents and applicants are encouraged to attend.

Sign Advisory Council (SAC): The Sign Advisory Council meets Tuesdays at 9am in the Town Annex Building. If the SAC recommends revising the proposed application, the applicant must then revise the proposal before the application will be heard at the next HDC meeting. Please submit this in accordance with all other deadlines. Agents and applicants are encouraged to attend meetings.

Tuckernuck Advisory Council (TAC): It is the responsibility of the applicant to contact and provide information for the TAC to review. Once the HDC office receives recommendations from the TAC, the application will then be forwarded to the next available meeting in accordance with the next Old Business meeting deadline.

Viewing: Viewings are held after New Business meetings, which usually occur every other week. Applications held solely for viewing purposes are automatically deferred to the next Old Business meeting.

Viewing with Height Poles: Applications held for viewing with height poles require that the applicant or agent properly notify the HDC office that the height poles have been erected. Please submit this in accordance with the next Old Business meeting deadline. Applications will not be placed on the viewing list until it meets these requirements.

If you have any questions or comments regarding these policies, please contact the HDC office.